

TOWN OF LUNENBURG

NOTIFICATION OF HIRING NEW PERSONNEL Under the Salary Administration Plan

TO: **Personnel Committee**
PC: Payroll Department

FROM: _____

(Department)

Notice is hereby given in accordance with Section 11A of the Salary Administration Plan, as follows:

Name of New Employee: _____

Job Title: _____

Reason for starting above minimum: _____

Grade _____ Step _____ Amount _____

Acquisition Date: _____

SIGNATURES OF PERSONNEL COMMITTEE REQUIRED IF RATE IS ABOVE MINIMUM.

(Department Head)

(Town Manager)